

# **REQUEST FOR APPLICATIONS**

**RFA # GD0—CTEIF—2014-01**

**District of Columbia**

**Office of the State Superintendent of Education**



## **2014 CTE Certification Fund**

**RFA Release Date**

April 3, 2014

**Pre-Application Conference Date**

April 9, 2014

**Application Submission Deadline**

April 28, 2014

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**Checklist for Application  
2014 CTE Certification Fund**

- € The applicant has responded to all sections of the Request for Application (“RFA”) and the application contains all the information and requested. Please see Section 3 (application content) for more detail, as well as the Application workbook.
- € The applicant has made certain the application adheres to the direction and criteria of each section of this RFA.
- € The applicant has e-mailed a PDF version of the “Intent to Apply Notification” form by Wednesday, April 16, 2014 to [osse.cteif@dc.gov](mailto:osse.cteif@dc.gov)
- € The applicant has submitted:
  - One (1) electronic copy in Excel and one signature page in PDF, e-mailed to [osse.cteif@dc.gov](mailto:osse.cteif@dc.gov)
- € Applications received via e-mail at or after 5:01 p.m. EST, on Monday, April 28, 2014, will not be reviewed. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. No hard copies of the application will be accepted at OSSE.

**Request for Application**  
**RFA # GDO-CTEIF-2014-01**

**Section 1: General Information**

**1.1 Introduction**

The District of Columbia Office of the State Superintendent of Education (OSSE) is pleased to announce a funding opportunity for Career and Technical Education (CTE) certification. CTE is a proven strategy for engaging students, effectively connecting them to college and careers, increasing high school graduation rates, and improving labor market outcomes for high school graduates. The CTE Innovation Fund, which is the funding source that supports Washington D.C.'s CTE Strategic Plan was approved and incorporated into the Budget Support Act of 2013. The Certification Fund is one component of the Plan, promoting the City's mission to strengthen the pipeline to college and careers.

CTE Certifications are industry-endorsed assessments that are designed to indicate an individual's ability and competence in a given field of work. Many CTE Programs of Study culminate in such a certification exam. Students and their families are expected to cover the cost of exam fees, which range from \$35 - \$425 per test. These associated costs may be a hardship for some families. With the overarching goal to address students' needs, the CTE Certification Fund is a critical element to realizing this objective.

**1.2 Purpose of Funds**

The purpose of the CTE Certification Fund is to (1) increase the number of students who earn industry certification within high wage and high demand fields and, (2) to provide employers with qualified District resident applicants as vacancies arise. Specifically, the Fund will be used to pay for certification exams for District students who have participated in CTE Priority Programs of Study but fail to take the exam because they cannot afford to do so.

**1.3 Fund Distribution Strategy**

The CTE Certification fund is non-competitive and will support the full or subsidized payment of certification exams within the Priority Career Sectors as outlined in the application (tab 6). The distribution is subject to a 70/30 split; 70% of the total funding will be awarded to LEAs and the remaining 30% will be awarded to the University of the District of Columbia Community College (UDC-CC). Awards to each of the LEAs will be capped at \$2,000 per school based on the projected number of students taking certification exams. Any excess funds will be equitably redistributed to LEAs that projected a greater need. Funds will be distributed as a cost reimbursement.

**1.4 Funds Available and Funding Period**

A total of \$100,000 is available for awards through this RFA. The duration of this grant is for a period from May 1, 2014 through September 30, 2014.

**1.5 Eligibility**

This RFA is open to all LEAs located in the District of Columbia offering Priority Programs of Study. To

accommodate student need, OSSE will work with entities that may no longer offer courses beyond June 30, 2014, to determine the procedure for cost reimbursement.

To be eligible for funding the respondent must include the following information in their application:

- € The projected number of students by school that will benefit from this grant;
- € The approved program(s) of study for the exam(s);
- € The cost for exam(s) by program of study;
- € Recipient must include process for providing evidence of outcomes; and,
- € Recipient must commit to provide OSSE with (1) evidence that students have taken the certification exams and (2) the documented outcomes of the exam i.e. pass/fail.

### 1.6 Permissible Use of Funds

Funds may only be used for full or partial payment of certification exams for District students within the priority career sectors as outlined in the application (tab 6).

## **Section 2: Schedule**

### 2.1 RFA Release

The release date of the RFA is April 3, 2014. This RFA is also available online at <http://osse.dc.gov>.

### 2.2 Pre-Application Conference

Applicants are required to attend a mandatory pre-application conference prior to submitting an application for this grant. The pre-application conference will be held at OSSE. Absence from this conference will make an applicant ineligible to apply. Details are below:

#### **Mandatory Pre-Application Conference**

**When:** Wednesday, April 9, 2014

**Time:** 11:00 am – 12:00pm

**Where:** OSSE – 810 First Street, NE, Room 4002 (4<sup>th</sup> floor), Washington, DC 20002

At least one representative from each LEA must be present.

Participants should confirm their attendance by emailing the LEA and participant's names to [osse.cteif@dc.gov](mailto:osse.cteif@dc.gov) by COB on Monday, April 7, 2014, with Pre-application Conference Confirmation in the subject line. (Example: GD0-CTEIF\_2014\_01\_LEA\_Pre-Application Conference Confirmation)

### 2.3 Intent to Apply

All eligible applicants seeking to receive funding under this grant must submit the "Intent to Apply" form to OSSE by 5:00 pm on Wednesday, April 16, 2014. The form should be submitted via e-mail to [osse.cteif@dc.gov](mailto:osse.cteif@dc.gov) with the title, Intent to Apply in the subject line of the e-mail. (Example: GD0-CTEIF\_2014\_01\_LEA\_Intent to Apply)

## 2.4 Contact Person(s)

Applicants are advised that the following staff is the authorized contact person for the grant:

- Simone Garcia, Director of CTE Innovation Fund- [simone.garcia@dc.gov](mailto:simone.garcia@dc.gov)

## 2.5 Applications Due

Applicants must submit the application electronically via e-mail to [osse.cteif@dc.gov](mailto:osse.cteif@dc.gov) by Thursday, April 28, 2014, no later than 5:00 pm. The Office of the State Superintendent of Education will not accept or review applications submitted at or after 5:01 p.m.

The LEA will receive confirmation of their submission via e-mail. If no confirmation has been received within an hour of submission, please e-mail Simone García at [simone.garcia@dc.gov](mailto:simone.garcia@dc.gov). Please place the name of the LEA and name of the competition in the subject line. (Example: GDO-CTEIF-2014\_01\_LEA\_Application)

## 2.6 Updates

Any information and/or updates regarding this RFA will be e-mailed to those who are listed on the Contact Page of the application.

## 2.7 Awards Announcement

Awards will be announced via e-mail to each respective LEA on May, 1, 2014. OSSE's Adult and Career Education Division will disseminate award letters and grant award notifications within 7-14 days of the awards announcement.

# Section 3: Application

## 3.1 Application Content

The application has character restrictions. The total narrative cannot exceed the word count listed within the respective section. Applications that do not conform to these restrictions will not be reviewed. The Application includes the following tabs:

- Tab 1—Table of Contents
- Tab 2—Applicant Information and Certification
- Tab 3—Assurances
- Tab 4—Comprehensive Needs Assessment
- Tab 5—Narrative – Planned Expenditures
- Tab 6—Expenditures – CTE Certification

You may click here to access the application workbook: [\(link to application workbook ...\)](#)

# Section 4: Considerations for Award

#### 4.1 Application Review

All grants within this RFA are noncompetitive. OSSE staff will review each application for completeness. Awards will not be granted if: the applicant has not met the eligibility requirements; the exams offered do not support the Priority Career Sectors (as listed on tab 6); the applicant has not thoroughly justified their statement of need; projected number students; and, projected costs.